

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY MUSEUM  
INTERIM DIRECTOR: ROBERT MCKERNAN

	2001-02				
	Appropriation	Revenue	Local Cost	Rev Over (Under) Appr	Staffing
County Museum	4,055,682	2,859,398	1,196,284		78.9
UltraScreen Theatre	107,062	10,000		(97,062)	-
Museum Store	174,987	180,000		5,013	2.8
TOTAL	4,337,731	3,049,398	1,196,284	(92,049)	81.7

### BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

#### I. GENERAL PROGRAM STATEMENT

The Museum administers cultural and educational activities at the main facility in Redlands and at the following seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve artifacts, collections, exhibits, and historical sites depicting the historic, cultural, and scientific development of San Bernardino County. Special programs are provided to increase the public's interest and awareness regarding county history. Permanent and loaned collections are maintained for the benefit of the public and for the scientific community. The Museum has several integral programmatic sections including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science section includes environmental impact studies, research, and assessments of endangered species and their related habitat. The Geological Sciences section conducts research, assessments/surveys, excavation, and mitigation of fossil specimens. The revenue generated from these two sections subsidizes a majority of Museum activities.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	3,026,614	3,192,774	3,492,923	4,055,682
Total Revenue	2,139,670	2,407,410	2,077,843	2,859,398
Local Cost	886,944	785,364	1,415,080	1,196,284
Budgeted Staffing		83.3		78.9

##### Workload Indicators

Total Attendance	98,671	104,600
Collected Lots, Objects, & Specimens	1,200,000	1,200,000

In 2000-01 actual expenditures exceeded budget by \$300,149. This overage is partially due to costs related to Board-approved contracts with the Bureau of Reclamation (\$73,955) and the Southern Nevada Water Authority (\$38,000). In addition, unbudgeted expenditures in 2000-01 include offsite office space (\$22,000), funding for the Arts Council (\$26,000), addition of a contract Program Coordinator in the Education Section (\$34,000), overtime by staff in the Department's revenue generating sections (\$13,500) and increased compensation package for the Museum Director (\$10,000).

In 2000-01 revenues were \$329,567 below budgeted levels. This shortfall is primarily attributed to changes in mitigation and field work plans by client organizations (most notably the Metropolitan Water District and the Southern Nevada Water Authority). These changes resulted in less than anticipated billable hours to support other budgeted Museum operations.

Workload indicators have been revised, per the Board's direction during the 2000-01 budget process, to reflect "Total Attendance" as opposed to "Paid Attendance." Also, the former workload indicator entitled "Collected Specimens" has been revised to a new category, "Collected Lots, Objects, and Specimens," to more accurately reflect both individual specimens and collections of specimens maintained by the Museum.

## COUNTY MUSEUM

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

The Museum has a 4.4 net reduction in budgeted staff for 2001-02. Of this decrease, 3.1 Public Services Employees, 1.0 Museum Artist, and 0.9 docent caretaker at the Daggett Stone Hotel site have been deleted due to funding constraints; 0.4 contract Paleontology Collections Assistant has been deleted due to reduced programming requirements; and the vacancy factor has been increased by two (2) positions. These decreases are partially offset by the addition of 1.0 contract Maintenance Shop Manager to provide maintenance activities at the main Museum. Also, 1.0 Museum Club Project Coordinator and 1.0 Museum Club Project Assistant have added to the Department's 2001-02 budget. These latter two positions, which were approved by the Board on August 29, 2000, are grant funded and provide staffing for a program that offers non-traditional, after-school educational opportunities targeted to middle school youth.

#### PROGRAM CHANGES

This budget was predicated on assumptions that workload for both the biological and paleontologic research programs will continue at approximately the current year levels in 2001-02. In the paleontology program, some additional potential workload has also been budgeted. Also, new project revenue is anticipated from the Wildlands Conservancy for curriculum development programs in the Museum's Anthropology, History, and Education programs. If these revenue projections fall short during the year, the Museum will underspend its budget but also lose related revenue budgeted for this work, much of which supports other Museum functions. The department, in conjunction with ED/PSG Administration, will closely monitor these revenue sources and report back to the Board any mid-year actions that may be necessary if budgeted revenue does not materialize.

Notwithstanding the program assumptions above, the department was required to make program cuts in both staffing and services/supplies. The staffing cuts affect the Administration, Exhibits, History, and Paleontology programs. Also, the services and supplies category was reduced in areas of professional services, training, and travel.

GROUP: Economic Development/Public Services DEPARTMENT: County Museum FUND : General AAA CCM			FUNCTION: Cultural Services ACTIVITY: Museums		
	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	2,791,626	2,734,092	2,919,034	(34,961)	2,884,073
Services and Supplies	1,403,397	1,133,915	1,200,343	502,079	1,702,422
Central Computer	13,075	11,395	29,353	(10,150)	19,203
Equipment	11,793	-	-	78,000	78,000
Transfers	-	-	-	21,984	21,984
Total Expenditure Authority	4,219,891	3,879,402	4,148,730	556,952	4,705,682
Less:					
Reimbursements	(726,968)	(686,628)	(686,628)	36,628	(650,000)
Total Appropriation	3,492,923	3,192,774	3,462,102	593,580	4,055,682
<b><u>Revenue</u></b>					
Use of Money & Property	17,668	30,500	30,500	12,970	43,470
Current Services	1,678,739	2,270,000	2,270,000	326,540	2,596,540
State, Federal or Gov't Aid	202,975	6,600	6,600	17,900	24,500
Other Revenue	178,461	100,310	163,310	31,578	194,888
Total Revenue	2,077,843	2,407,410	2,470,410	388,988	2,859,398
Local Cost	1,415,080	785,364	991,692	204,592	1,196,284
Budgeted Staffing		83.3	85.3	(6.4)	78.9

## COUNTY MUSEUM

### Total Changes Included in Board Approved Base Budget

#### Base Year Adjustments

##### MOU/Inflation

Salaries and Benefits 121,942 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 66,428 Inflation, Risk Mgmt Liabilities

2410 Central Computer 17,958

##### Mid-Year Increases

Salaries and Benefits 63,000 8/29/00 Board approval of contract for 1.0 Museum Club Proj. Coordinator and contract for 1.0 Museum Club Proj. Assistant

Subtotal Base Year Appropriation 269,328

Revenue 63,000 8/29/00 Board approval of contract for 1.0 Museum Club Proj. Coordinator and contract for 1.0 Museum Club Proj. Assistant

Subtotal Base Year Revenue 63,000

Subtotal Base Year Local Cost 206,328

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Total Appropriation Change 269,328

Total Revenue Change 63,000

Total Local Cost Change 206,328

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Total 2000-01 Appropriation 3,192,774

Total 2000-01 Revenue 2,407,410

Total 2000-01 Local Cost 785,364

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Total Base Budget Appropriation 3,462,102

Total Base Budget Revenue 2,470,410

Total Base Budget Local Cost 991,692

## COUNTY MUSEUM

### Board Approved Changes to Base Budget

Salaries and Benefits	(34,961)	Defunding of 3.1 Public Service Employees, 0.9 contract resident caretaker at Daggett Stone Hotel, and 0.4 contract paleo collection assistant. Also, there's a 2.0 increase in the vacancy
Services and Supplies	15,910	Printing Costs
	(142,883)	Decrease in special departmental expenses including marketing and maintenance costs
	20,500	Mgmt/Technical (CDBG - Community Block Development Grant)
	174,000	Costs related to Cadiz
	15,000	MWD on-call
	(32,000)	Reduction in projects for the Public Works Department
	100,000	Misc Biology costs
	53,833	Wildlands - Education
	33,333	Wildlands - History
	33,333	Wildlands - Anthropology
	(22,500)	Deletion of costs involving Arts Council
	32,640	Services of a grant writer
	42,410	Increase in other professional services
	29,000	Building maintenance
	(17,480)	Decrease in software
	(27,600)	Decrease in vehicle charges
	38,835	Additional travel expenses related to a BOR contract
	(2,074)	Net decrease in various other accounts
	48,847	Board approved funding for maintenance at historic sites
	76,500	Board approved funding for marketing/public programs
	32,475	Increase in services and supplies to offset revenue from fee increases
	<u>502,079</u>	
Central Computer	<u>(10,150)</u>	
Equipment	<u>78,000</u>	Three (3) 4-wheel drive vehicles needed for revenue generating programs
Transfers	<u>21,984</u>	Rental of office space adjacent to Museum
Reimbursements	<u>36,628</u>	Decrease due to elimination of CDBG reimbursements
Total Appropriations	<u>593,580</u>	
Revenue	12,970	Increased facility rentals
	250,000	Current Services revenue related to Cadiz project
	15,400	Increased admission revenue
	8,000	Increased AIC revenue
	8,488	Increased reimbursement for museum Club salaries
	32,475	Additional revenues generated from increase in fees
	12,177	Remaining net increase in current services revenue
	17,900	Increase in State Aid due to anticipated grants
	20,500	Additional CDBG revenue
	5,000	Increased Museum Store contribution
	6,078	Net increase in various other revenue accounts
Total Revenues	<u>388,988</u>	
Local Cost	<u>204,592</u>	\$78,000 for three vehicles; \$48,847 for maintenance at historic sites; \$76,500 for marketing/public programs; and \$1,245 for the County's W2K policy